

Professional and Managerial Branch
Engineering Group
Engineering Associate Series

ENVIRONMENTAL ENGINEERING ASSOCIATE II *

06/98

Summary

Under general supervision, perform a variety of environmental engineering functions which require the application of advanced engineering techniques and procedures.

Typical Duties

Prepare environmental studies and coordinate projects with local environmental regulatory agencies to ensure full compliance on various environmental related matters. Involves: determining and evaluating projects requiring assessments; directing field activities of underground and aboveground fuel storage tank contractors; determining proper capacity studies and facility layouts; designing or overseeing the construction of proposed municipal solid waste landfill liner projects; overseeing and managing Public Works hazardous and non-hazardous waste shipments to include testing, inventorying and reporting to regulatory authorities; conducting inspections of projects; integrating results of studies with other agencies to develop regional transportation plans.

Oversee completion of contract projects. Involves: preparing complex surveys for construction schedules and general procedures; writing and assembling specifications; preparing cost estimates for construction projects; reviewing and checking bid estimates; interpreting plans and specifications of projects being completed under contract; reviewing, processing and correcting contract documents and construction projects; assigning and overseeing the inspection and testing of workmanship and materials used in the design and construction of hazardous and non-hazardous waste city facilities; reporting deficiencies to contractor during warranty period; conferring with citizens and officials to resolve complaints requiring inter-jurisdictional cooperation.

Prepare plans and specifications for environmental projects relating to Public Works construction and other engineering projects. Involves: supervising design and plan preparation for asbestos surveys, management plans and project designs for city buildings; reviewing plans for state highway projects and National Pollution Discharge Elimination System storm drainage requirements; reviewing plans for proposed Public Works projects prepared by consulting engineers and architects;

Supervise personnel as assigned. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers; assisting with orientation and training of less experienced employees engaged in related activities by demonstrating and explaining work procedures and rules; maintaining records and preparing reports; preparing and conducting presentations before public groups;

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Environmental, Civil, or Industrial Engineering and two (2) years of progressively responsible professional engineering experience with an emphasis in environmental engineering; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: principles and practices of environmental engineering; underground fuel storage tank management, hazardous materials and waste regulations; asbestos management in public facilities; cost and work efficiency determination techniques. Some knowledge of: applicable City, state and federal rules, regulations and policies affecting Public Works activities .

Ability to: read, analyze and interpret an extensive assortment of scientific literature, technical instructions, financial reports, legal documents, and other information in mathematical, diagram or other forms dealing with numerous abstract and concrete variables; interpret applicable regulations and professional standards; establish and maintain cooperative working relationships in person, by telephone and through correspondence with employees, consultants, regulatory or other governmental agency representatives, City officials and other departments, and the business community and general public in order to gain concurrence to solve non-routine problems involving significant differences of opinion or controversy; communicate clearly, concisely and persuasively to present and explain issues and recommendations to top management and governing boards, public

and regulatory groups; plan research projects that may necessitate estimating costs, conducting data collection and analysis; apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations and mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis; ascertain significance and interrelationships of facts and circumstances and evaluate alternatives in terms of impact on other major programs, situations, organizations, or future developments and draw valid conclusions about findings to develop new or extend accepted methods and techniques; firmly, justly and impartially exercise delegated supervisory authority; lead and motivate subordinates.

Skill in safe operation and care of: personal computer, motor vehicle, standard drafting instruments; time and distance measuring devices.

Physical Requirements: Occasionally moving about on uneven terrain and exposure to other adverse field conditions when working outdoors at construction work sites or public works facilities to conduct inspections.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent issued by another state required by time of appointment.

Special Requirements: Respond to Public Works emergencies as necessary during non-working hours.

- * The title of Environmental Engineer II can be used provided registration as a Professional Engineer in the State of Texas has been obtained.

Director of Personnel

Department Head

OFFICIAL